

*Fairfield Township School District
Board of Education
Regular Meeting Minutes
February 16, 2017
Fairfield Township School
Cafeteria at 7:00 P.M.*

Board of Education

Ms. Michelle Kennedy
President
Ms. Alta Lloyd
Vice-President
Ms. Ruth Butler
Ms. Mattie Gibbons-Peterson
Mr. Darlington Henry, Jr.
Mr. Mark Henry, Sr.
Ms. Marge Neild
Ms. Treemanisha Stewart
Ms. Robin Winrow

Administration

Dr. James Ruffin, Jr.
Interim Superintendent\Principal

Ms. Janecia Smith
School Business Administrator

Mr. Frank DiDomenico
Solicitor

Fairfield Township Board of Education
375 Gouldtown Woodruff Road
Bridgeton, NJ 08302
Regular Meeting Minutes
7:00 pm, February 16, 2017

I. Fairfield Township Board of Education Meeting

A. Call to Order

The meeting was called to order at 7:10 pm. with the Board President, Ms. Michelle Kennedy. Ms. Smith read the Public Meeting Announcement - “ This is to advise the general public and to instruct that it be recorded in the Minutes that in compliance with Chapter 231 of the Public Laws of 1975, entitled the "Open Public Meetings Act," the Fairfield Board of Education on January 5, 2017 caused to be posted at the Office of the Board of Education located at 375 Gouldtown Woodruff Road, Bridgeton, New Jersey; sent to the SJ Times and Daily Journal; and faxed to the Office of the Municipal Clerk of Fairfield Township, and posted at the Post Office and Fairfield Township School, a meeting notice setting forth the time, date and location of this meeting.”

B. Flag Salute

Flag salute was led by Ms. Kennedy

C. Roll Call

Members present at roll call: Ms. Kennedy, Ms. Lloyd, Ms. Neild, Ms. Stewart, and Ms. Winrow. Also present were: Interim Superintendent Dr. James Ruffin, School Business Administrator/Board Secretary Ms. Janecia Smith. Ms. Butler, Ms. Gibbons-Peterson, Mr. Darlington Henry and Mr. Mark Henry were absent.

II. READING AND APPROVAL OF MINUTES

Motion was made by Ms. Neild and seconded by Ms. Winrow that the Board approve the minutes of the meeting noted below:

Regular Meeting: January 12, 2017
Executive Meeting January 12, 2017

Motion carried. Roll call was vote 4-0-1
Ms. Stewart abstained.

III. PUBLIC COMMENT\PRESENTATIONS

A. Public Comment – Agenda Items Only

IV. FINANCE & BUDGET

A. Board Secretary's Report (Attachment IVA)

1. Board Secretary's Report pursuant to N.J.A.C. 6A:23A-16.10(c) 2, for the month of **December, 2016**. The Board Secretary certifies that there are no changes in anticipated revenue amounts and sources for the month ending **December, 2016** and pursuant to N.J.A.C. 6A:23A-16.10(c)3, the Business Administrator/Board Secretary certifies that as of **December, 2016** no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Fairfield Township Board of Education pursuant to N.J.S.A. 18A:22-8.1 and N.J.S.A. 18A:22-8.2, and no budgetary line item account has been over-expended in violation of line item account has been over expended in violation of N.J.A.C. 6A: 23A-16.10(c)4.

2. Board of Education Certification – pursuant to N.J.A.C. 6A:23A-16.10(c)4, the Fairfield Township Board of Education certify that as of **December, 2016** and after review of the secretary's monthly financial report (appropriations section) as presented and upon consultation with the appropriate district officials, that to the best of our knowledge no major accounts or fund has been over expended in violation of N.J.A.C. 6A:23A-16.10(a)1, and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

3. Treasurer's Report, in accordance with 18A:22-8.1 and 18A:22-8.2, for the month of **December, 2016**. The Treasurer's Report and Secretary's Report are in agreement for the month of **December, 2016**.

Janecia Smith/ Business Administrator

Date

Motion was made by Ms. Lloyd and seconded by Ms. Winrow that the Board approve Financial Reports/Items 1, 2 and 3.

Motion carried. Roll call was vote 5-0-0.

B. Financial Items

1. Approval of Bills (Attachment IVB1)

Motion was made by Ms. Winrow and seconded by Ms. Neild that the Board approves the payment of bills noted below.

January, 2017	Bill List	\$ 309,288.94
January, 2017	Payroll	\$ 449,546.35
January, 2017	Food Service	<u>\$ 60,045.62</u>
	Total	\$ 818,880.91

Motion carried. Roll call was vote 5-0-0.

2. Resolution of Budgetary Transfers (Attachment IVB2)

Motion was made by Ms. Winrow and seconded by Ms. Neild that the Board of Education, upon the recommendation of the Superintendent, hereby ratifies and affirms the transfers in line account in accordance with the list submitted and any amounts in excess of 10% pending county approval

Motion carried. Roll call was vote 5-0-0.

3. Giordano's Recycling, Scrap Material, Solid Waste Disposal (Attachment IVB3)

Motion was made by Ms. Winrow and seconded by Ms. Lloyd that the Board approve the following Agreement for the 2016-2017 school year in the amount of \$8,740 (Jul.= \$380, Aug.= \$380, September, October, November, December, January, February, March, April, May, June = \$399 each month)

Motion carried. Roll call was vote 5-0-0.

4. Tentative Budget Development Schedule (Attachment IVB4)

Motion was made by Ms. Winrow and seconded by Ms. Neild that the Board approve the tentative budget development schedule for 2017-2018.

Motion carried. Roll call was vote 5-0-0.

5. Newfield Shared Services Agreement for solar project (Attachment IVB5)

Motion was made by Ms. Winrow and seconded by Ms. Stewart that the board approve the shared services agreement between Newfield Board of Education and the Fairfield Township Board of Education effective 1/31/17 per the term of the agreement shall be ten year pursuant to N.J.S.A. 40A:65-7 and can be terminated by either party upon 30 days written notice. The board solicitor has reviewed all the documents.

Motion carried. Roll call was vote 5-0-0.

V. REPORT OF THE INTERIM SUPERINTENDENT (02/09/17)

The Interim Superintendent submits the following recommendations:

A. PERSONNEL

1. Workshops

Motion was made by Ms. Neild and seconded by Ms. Winrow that the board approve the following individuals to attend the workshops listed below:

(Travel reimbursement will be given per negotiated contract.) (Attachment VA1)

Regular Meeting Minutes
February 16, 2017

Name	Sponsor\Workshop	Location	Cost	Mileage	Dates
M. Samaroo	PARCC Training	Monroe Township, NJ	\$0.00	\$0.00	02/13/2017
R. Ring	PARCC Training	Mt. Laurel, NJ	\$0.00	\$0.00	02/16/2017
J. Pokrovsky	Decrease Attention Getting Behaviors	Cherry Hill, NJ	\$245.00	\$0.00	03/29/2017
J. Vitagliano	Decrease Attention Getting Behaviors	Cherry Hill, NJ	\$245.00	\$0.00	03/29/2017
R. DiPietro	NJSBGA Expo	Atlantic City, NJ	\$320.00	\$66.93	3/13/17, 3/14/17, 3/15/17
Dr. Jones	ELA & Mathematics Curriculum	Galloway, NJ	\$0.00	\$23.50	02/15/2017
Dr. Jones	PSEL Leadership	Monroe Twp., NJ	\$0.00	\$0.00	03/6/2017
G. Lane	Making the Best Use of Google Tools	Cherry Hill, NJ	\$0.00	\$28.89	02/01/2017
T. Hall	Payroll Law	Atlantic City, NJ	149.00	\$0.00	03/08/17
K. Parker	Purchasing-NJASBO	Mt. Laurel, NJ	\$75.00	\$31.80	03/14/17
J. Smith	Purchasing-NJASBO	Mt. Laurel, NJ	\$75.00	\$31.50	03/14/17
J. Smith	Pension-NJASBO	Mt. Laurel	\$75.00	\$31.50	02/14/17

Motion carried. Roll call was vote 5-0-0.

2. Course Approval

Motion was made by Ms. Winrow and seconded by Ms. Neild that the Board approve the following courses:

Name	Course	Semester	Location	Credits	Account#
W. Krayner	Clinical Experience in Special Ed.	Summer\2017	Rowan University	4	11-000-291-280
W. Krayner	Clinical Experience in Special Ed.	Summer\2017	Rowan University	2	11-000-291-280

Motion carried. Roll call was vote 5-0-0.

3. Resignation: Barbara Devine (Attachment VA3)

Motion was made by Ms. Winrow and seconded by Ms. Neild that the Board approve the resignation of Barbara Devine, Pre-School Teacher effective March 18, 2017 as attached.

Motion carried. Roll call was vote 5-0-0.

4. Leave of Absence

Motion was made by Ms. Stewart and seconded by Ms. Winrow that the Board approve the following employee's leave of absence. **(Attachment VA4)**

Leave of Absence	Type of Leave	Leave Request	Time of Usage	Use of Sick - Personal Days	Unpaid Leave	Return Date
Kathleen Poolake	Extension	04/03/17-04/12/17	Lv. of Absence	0.00	01/18/17-04/12/17	04/13/17
Janet Uebelacker	FMLA "LOA" with out pay	05/3/17-06/30/17	FMLA	15.00	05/25/17-06/30/17	09/01/17
Jasmine Evans	FMLA	03/3/17-03/10/17	Sick	5.00	N/A	03/13/17
Lisa Niemi	Intermittent FMLA	01/31/17-TBD	Sick	TBD	TBD	TBD

Motion carried. Roll call was vote 5-0-0.

5. Advertise for Positions

Motion was made by Ms. Neild and seconded by Ms. Winrow that the Board approved to advertise for the following positions:

- Residency\Attendance Office - Internally & Externally
- Parent Liaison - Internally & Externally
- Assistant Principal\Director of Programs and Projects

Motion carried. Roll call was vote 5-0-0.

B. SCHOOL ACTIVITIES

1. Field/Class Trips

Motion was made by Ms. Winrow and seconded by Ms. Neild that the board approve the following field trips as listed below: (**Attachment VB1**)

Participants	Date/Time	Destination	Purpose	Estimated Students	Cost	Account Number
Pre-K	03/23/17-03/24/17	Please Touch Museum	Children will explore a variety of hands on developmentally appropriate activities.	110 Total	\$2,520.00 + Transportation	20-218-100-890 Admission 20-218-200-516 Transportation
School Wide Event	2/28/17 5:30-7:30	Skate 2000 Behavior Incentive Reward	Reward for decrease in student referrals and increase in positive behavior.	\$350 for private rental for 2 hours, Skate cost TBD	\$350 for private rental for 2 hours, Skate cost TBD	20-231-200-800
6th Grade Students	3/29/17	NJ State Police Aviation Bureau- Helicopter to land on the Athletic Field	Helicopter landing on the athletic fields and a career discussion with the 6th grade. Students will have the time to ask questions and tour the helicopter.	6th Grade Students	\$0.00	N/A

Motion carried. Roll call was vote 5-0-0.

2. School Fundraisers – (Attachment VB2)

Motion was made by Ms. Winrow and seconded by Ms. Neild that the board approve the following fundraisers as listed below:

Contact Person	Activity	Date	Purpose
Andrea DeTullio	Wendy's Night	2/22/2017	10% of Wendy's profit will be donated to FTSD for 6th grade field trips and activities. 4PM-7PM
Andrea DeTullio	Penny Wars	3/6/17-3/31/17	Each grade level will compete in a penny war in the cafeteria. Money raised will go for 6th grade field trips and activities.
Charles Carney & Josh Hall	Basketball Tournament	3/1/17 & 3/3/17	Port Norris, Woodruff School, & Vineland Public School. Proceeds will pay for the event

Motion carried. Roll call was vote 5-0-0.

C. CURRICULUM / INSTRUCTION –

1. Extended School Year and Preschool-Kindergarten Bridge Summer Programs (Attachment VC1)

Motion was made by Ms. Winrow and seconded by Ms. Lloyd that the Board approve the Extended School Year, Extended School Year Student Internship, Preschool-Kindergarten Bridge Summer Program, and Preschool-Kindergarten Bridge Student Internship Programs as attached.

Motion carried. Roll call was vote 5-0-0.

2. Gifted and Talented Enrichment Program –GATE (Attachment VC2)

Motion was made by Ms. Winrow and seconded by Ms. Neild that the Board approves the Gifted and Talented Enrichment Program and Curriculum as attached.

Motion carried. Roll call was vote 5-0-0.

3. Professional Development Plan (Attachment VC3)

Motion was made by Ms. Winrow and seconded by Ms. Stewart that the Board approves the School Professional Development Plan (PDP) as attached.

Motion carried. Roll call was vote 5-0-0.

D. STUDENT MATTERS N\A

E. BUILDING USE – N\A

F. Assistant Principals’ Report (Attachment VF1)

**Fairfield Township School
For the Month/Year: January 2017**

1. Student Attendance Percentage: 95%

2. Enrollment Data:

Grades	PK	K	1	2	3	4	5	6	7	8	SC	Total
Prior Year	107	80	54	66	64	64	43	43	52	57	9	639
Prior Month	106	60	77	51	56	61	65	38	38	47	12	611
Current Month	108	57	77	51	55	60	62	32	37	46	12	597

3. **Fire Drill Report:**
January 12 2:30 PM
4. **Lockdown Drill:**
January 24 1:30 PM
5. **Professional Development and In-Service:** None
6. **Field Trips:**
January 3 Franklin Institute Grades 3 & 4
January 20 Levoy Theatre Grades 5 & 6
7. **Special Programs:**
January 19 CRHS Drama Club Grades K-5
January 20 Color Day (Blue & White) All Grades
January 23-27 Spirit Week All Grades
8. **Discipline Report:** Attached
9. **Vandalism Report(HIB Report : (Attachment VF9)**
10. **Counselor Services for the Month:**
Classroom Guidance Sessions:
Individual Counseling Sessions:
Group Sessions:
CST Staffing/Meeting:
Parent Conference:
Testing:
11. **Supervision:**
Tenured Teacher Classroom Evaluations:
Tenured Teacher Summative Evaluations:
Non-Tenured Teacher Summative Evaluations:
Support Staff Evaluation:
12. **Nurses Report:** Attached
13. **Parent Teacher Organization Activities:**
January 14 PTA Meeting
Respectfully Submitted,
Dr. Ja'Shanna Jones
Assistant Principal
- G. **Other-None**

VI. COMMITTEE ACTIONS

A. Policy Updates

1. Motion was made by Ms. Neild and seconded by Ms. Winrow that the Board Approve upon Final Reading of the following policy: **(Attachment V1A1)**
The Fairfield Township Board of Education, Superintendent of Schools and the Policy Committee move to approve the final reading of the following policies. Upon the final reading, these policies shall supersede and replace all previously adopted policies of the Fairfield Township Board of Education. Upon final adoption, these policies, as presented here, make up the entirety of the policies and that any other policies formerly in force shall become null and void.

Policy-2 ND Reading	Series	Policy #
Nepotism-Support Personnel	4000	4212.8
Organizational Chart-Administration	2000	2120
Evaluation of the Superintendent of Schools-Administration	2000	2131
Free or Reduced-Price Lunches\Breakfasts\Milk-Business & Non-Instructional Operations	3000	3542.31
Evaluation of the Business Administrator	2000	2055
Chain of Command-Bylaws of the Board of Education	9000	9326.3
Nonresident Students-Students	5000	5118
Family Leave-Support Personnel	4000	4252.3
Arrest Reporting Requirements for Certificated Staff Members-Instructional Personnel	4000	4117.27
Arrest Reporting Requirements for Certificated Staff Members-Support Personnel	4000	4217.27

Motion carried. Roll call was vote 5-0-0.

B. Job Description (Attachment VIB1)

1. Motion was made by Ms. Neild and seconded by Ms. Winrow that the Board approve the following job descriptions:
 - Child Study Team Social Worker
 - Learning Disability Teacher-Consultant (LDTC)
 - School Psychologist
 - Child Study Team Psychologist
 - Residency\Attendance Officer
 - Parent Liaison
 - Assistant Principal\Director of Programs and Projects
 - Confidential Secretary

Motion carried. Roll call was vote 5-0-0.
Confidential Secretary-**TABLED**

Committee Update –

Ms. Winrow updated the board that negotiations with the FTEA had been settle.

VIII. PUBLIC COMMENT – Non-Agenda Items

Ms. Andrea Detullio addressed the board.

IV. EXECUTIVE SESSION - None

ADDENDUM

A. Resignation of K. Tomasso, School Social Worker (Attachment A)

Motion was made by Ms. Winrow and seconded by Ms. Neild that the Board approves the resignation of Kasey Tomasso, Social Worker. Ms. Tomasso's last day of work will be 4/12/17 or sooner upon replacement

Motion carried. Roll call was vote 5-0-0.

B. Workshops (Attachment B)

Motion was made by Ms. Winrow and seconded by Ms. Neild that the following individuals be approved to attend the workshops listed below: (*Travel reimbursement will be given per negotiated contract.*)

Name	Sponsor\Workshop	Location	Cost	Mileage	Dates
B. Miglio-McCall	Effectively Dealing with Disruptive Students	Cherry Hill, NJ	\$ 245.00	\$0.00	03/08/17
M. Ralph	Mandatory PARCC Training	Mt. Laurel, NJ	\$ 0.00	\$0.00	02/17/17

Motion carried. Roll call was vote 5-0-0.

C. Leave of Absence

Motion was made by Ms. Neild and seconded by Ms. Winrow that the Board approve the following employee's leave of absence.

Leave of Absence	Type of Leave	Leave Request	Time of Usage	Use of Sick\Personal Days	Unpaid Leave	Return Date
Shellie Valentine	Intermittent FMLA	2/1/17	Sick	TBD	TBD	TBD

Motion carried. Roll call was vote 5-0-0.

D. Solar Energy Power (Attachment D)

Motion was made by Ms. Winrow and seconded by Ms. Stewart that the Board approves the Solar Energy Power Purchase Agreement between Fairfield Township Board of Education and Synergy LLC.

Motion carried. Roll call was vote 5-0-0.

E. Field Trips (Attachment E)

Motion was made by Ms. Winrow and seconded by Ms. Neild that the board approves the following field trips as listed below:

Participants	Date\Time	Destination	Purpose	Estimated Students	Cost
7th & 8th Grade Students	03/09/17 8:30-10:15	Cumberland Regional High School	Students to preview Cumberland Regional High School. CRHS will pay for bussing	94	\$ 0.00

Motion carried. Roll call was vote 5-0-0.

F. Assistant Principal\Director of Programs and Projects

Motion was made by Ms. Winrow and seconded by Ms. Neild that the board approves Dr. Ja'Shanna Jones as the Assistant Principal\Director of Programs and Projects for the 2016-17 school year.

Motion carried. Roll call was vote 5-0-0.

G. Consolidate Assistant Principal 5th-8th Grade Position into Assistant Principal\Director of Programs and Projects

Motion was made by Ms. Neild and seconded by Ms. Winrow that the board approves to consolidate the 5th through 8th grade to the Assistant Principal\Director of Programs and Projects.

Motion carried. Roll call was vote 5-0-0.

H. Social Worker

Motion was made by Ms. Neild and seconded by Ms. Winrow that the board approves to advertise internally and externally for a part-time Child Study Team School Social Worker.

Motion carried. Roll call was vote 5-0-0.

I. Preschool Teacher

Motion was made by Ms. Winrow and seconded by Ms. Neild that the board approves to advertise internally and externally for a Preschool Teacher.

Motion carried. Roll call was vote 5-0-0.

J. Comp Day to Non Union Staff

Motion was made by Ms. Winrow and seconded by Ms. Neild that the Board approve the comp day for non-union staff to be used by 6/30/17.

Motion carried. Roll call was vote 5-0-0.

Amendments to Motions:

Motion was made by Ms. Winrow and seconded by Ms. Lloyd that the Board approve the following items:

1. Interim Superintendent\Principal Work Week
 - Dr. James Ruffin, Interim Superintendent\Principal amend motion to 3 days per week ~~and~~ or as needed. (in the event the Asst. Principal is sick)

4. School Fund Raiser-New Sell Dates 01/25/17-02/15/17
 - \$12 long sleeve change to \$14
 - \$20 hooded sweatshirt to \$22
 - NEW-Gray sweatshirt without hood \$20

Motion carried. Roll call was vote 5-0-0.

1/12/17 Addendum

Motion was made by Ms. Winrow and seconded by Ms. Neild that the Board approve the following items:

1. Special Education Teacher
 - Ms. Darlene Asselta, Special Education Teacher start date 2/1/17.

2. Learning Disability Consultant
 - Alphefia Blount, Learning Disability Consultant start date 2/10/17.

Motion carried. Roll call was vote 5-0-0.

2/9/17—(2/16/17) Agenda

Motion was made by Ms. Winrow and seconded by Ms. Neild that the Board approve the following items:

School Activities

1. School Fundraiser Wendy's Night – Date change to Wednesday, March 8, 2017

Personnel

4. Leave of absence
 - Janet Uebelacker: Leave of absence without pay. (She does not want FMLA or to use her time)

Motion carried. Roll call was vote 5-0-0.

IX. ADJOURNMENT

Motion made by Ms. Winrow and second by Ms. Neild to adjourn meeting at 8:20pm.

Motion carried. Roll call was vote 5-0-0